

Friends of Boston City Archives Meeting Minutes
Wednesday, 19 November, 2008, 6:00 PM
Piemonte Room, Boston City Hall

Present: Neil Savage (President), Sheila Spalding (Secretary), Jim O'Brien (Treasurer), Elizabeth Carella, John McColgan, Donna McColgan, Margaret Sullivan, John Sheehan, Patrick Collins

1. **Approval of minutes:** December 2007 meeting minutes were approved

2. **Reports**

President

Neil Savage set this year's goal to increase membership; particularly institutional members. He would like to see every historical society in Boston on our membership list. He suggested to create a brochure to circulate. He will contact the Boston Arts Academy of Boston Public Schools to ask for students to help design the brochure.

Neil contacted Fidelity to ask about getting a small grant to hire an individual who could help write a grant proposal and spend some time doing outreach.

Treasurer

Jim reported a \$334.00 increase in the balance. It is now at \$1128.78. The West Roxbury Historical and South Shore Genealogical Societies each gave \$100. There were no major expenditures to report. The newsletter costs about \$70 to produce and postcards advertising lectures cost the same.

Secretary

Sheila reported the Web site had 191 visitors as of March 2007; it has had 2303 as of November 2008. This is attributed to increased advertising by placing the link in all mailings and announcements. Fifty-six individuals are listed in our member registry. The fall/winter newsletter needs suggestions for content. Sheila suggested that officers draft a job description for their position. She has done so for the secretary's post.

Deputy Archivist

John reported that construction at the City Archives is due to be completed in January. There is no date for a formal opening yet.

3. **Elections** – All officers were re-elected.

Friends will start holding quarterly meetings. The next meeting is the call of the chair.

Adjournment

Meeting adjourned at 7:30 PM.